
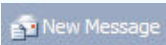
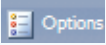

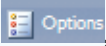

































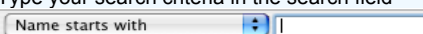
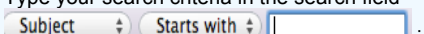




Quick Reference Guide for JPL Email
















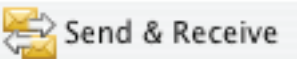






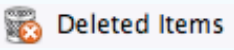







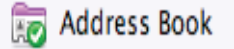


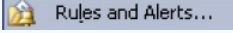

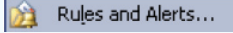




Task	Webmail Premium and Light (also called Outlook Web Access or OWA) If you access webmail with Internet Explorer 6 or higher you can use the Premium version of webmail. If you access webmail with any other browser you must use the Light version. The webmail client is available at http://ums.jpl.nasa.gov
Read a New Message:	In Light: <ul style="list-style-type: none"> Select Mail  in the Navigation Pane and locate the message to read Click the Subject of the message to open it In Premium, see instructions for Outlook 2007
Create a New Message:	In Light: <ul style="list-style-type: none"> Select New Message  In Premium, see instructions for Outlook 2007
Create a Signature:	In Premium and Light: <ul style="list-style-type: none"> Select Options  from the top menu at the right of the screen Locate Email Signature, enter signature, click Save
Create a Contact:	In Premium and Light, see instructions for Outlook 2007
Create a New Folder:	In Light: <ul style="list-style-type: none"> Select Manage Folders  Manage Folders and choose a location for the folder Give the folder a name, select Create, then Close In Premium: <ul style="list-style-type: none"> Right-click the existing folder in which you want to create a new folder. To create a folder at the top level, right-click on the top folder that displays your username Click Create New Folder, give the folder a name and hit Enter to save your changes
Create a Personal Distribution List:	Available in Premium only, see instructions for Outlook 2007
Send a Message to a Distribution List:	Available in Premium only, see instructions for Outlook 2007
Set up an Out of Office Reply:	In Premium and Light: <ul style="list-style-type: none"> Select Options , then Out of Office Assistant from the menu at the left Click Send Out of Office auto-replies Set start/end times and type message Click  Save Note: Separate Out of Office auto-replies can be sent to Internal and External Senders
Set a Filter/Rule:	Available in Premium only <ul style="list-style-type: none"> Select Options, then Rules from the menu at the left Select New Rule , set the criteria for the rule, click Save

Features that are available in **Premium**, but **not** in **Light** include:

- Reading Pane
- Spell Check
- Setting Notifications/Reminders
- Drag and Drop
- Flagging/Color Categorizing Email Messages
- Setting up a Filter/Rule
- Right Click Menu
- Appearance (Color Scheme)

Task	Outlook 2003	Outlook 2007	Entourage 2004	Entourage 2008
Read a New Message:	<ul style="list-style-type: none">Select message in the View Pane to display in the Reading Pane, orDouble-click the message to display it in a new window	<ul style="list-style-type: none">Select message in the View Pane to display in the Reading Pane, orDouble-click the message to display it in a new window	<ul style="list-style-type: none">Select message in the View Pane to display in the Preview Pane (if enabled – View Preview Pane), orDouble-click the message to display it in a new window	<ul style="list-style-type: none">Select message in the View Pane to display in the Preview Pane (if enabled – View Preview Pane), orDouble-click the message to display it in a new window
View an Attachment:	<ul style="list-style-type: none">Double-click on the attachment in the messageSelect Open from the following window	<ul style="list-style-type: none">Double-click on the attachment in the messageSelect Open from the following window	<ul style="list-style-type: none">Double-click on the attachment in the messageSelect Open from the following window	<ul style="list-style-type: none">Double-click on the attachment in the messageSelect Open from the following window
Move a Message to a Designated Folder:	<ul style="list-style-type: none">Select and drag message(s) to the appropriate folder, orSelect message(s) and click the  button, select appropriate folder	<ul style="list-style-type: none">Select and drag message(s) to the appropriate folder, orSelect message(s) and click the  button, select appropriate folder	<ul style="list-style-type: none">Select and drag message(s) to the appropriate folder, orRight-click on the message(s) and select Move To, select appropriate folder	<ul style="list-style-type: none">Select and drag message(s) to the appropriate folder, orRight-click on the message(s) and select Move To, select appropriate folder
Delete a Message from the Inbox:	<ul style="list-style-type: none">Select message(s), click , orSelect message(s), press the Delete Key, orRight-click message(s), select Delete	<ul style="list-style-type: none">Select message(s), click , orSelect message(s), press the Delete Key, orRight-click message(s), select Delete	<ul style="list-style-type: none">Select message(s), click  Delete, orSelect message(s), press the Delete Key, orRight-click message(s), select Delete Message	<ul style="list-style-type: none">Select message(s), click  Delete, orSelect message(s), press the Delete Key, orRight-click message(s), select Delete Message
Empty the Deleted Items Folder:	<ul style="list-style-type: none">Right-click on the Deleted Items folder, select Empty “Deleted Items” Folder, orClick on Tools Empty “Deleted Items” Folder	<ul style="list-style-type: none">Right-click on the Deleted Items folder, select Empty “Deleted Items” Folder, orClick on Tools Empty “Deleted Items” Folder	<ul style="list-style-type: none">Right-click on the Deleted Items folder, select Empty “Deleted Items” Folder, orClick on Tools Run Schedule Empty “Deleted Items” Folder	<ul style="list-style-type: none">Right-click on the Deleted Items folder, select Empty “Deleted Items”, orClick on Tools Run Schedule Empty “Deleted Items” Folder
Create a New Message:	<ul style="list-style-type: none">Click the  New button on the toolbar, select Mail MessageSelect File New Mail Message from the Tool Bar	<ul style="list-style-type: none">Click the  New button on the toolbar, select Mail MessageSelect File New Mail Message from the Tool Bar	<ul style="list-style-type: none">Click the  New button on the toolbar, orSelect File New Mail Message from the Tool Bar	<ul style="list-style-type: none">Click the  New button on the toolbar, orSelect File New Mail Message from the Tool Bar
Add an Attachment to a Message:	<ul style="list-style-type: none">Click the  button, locate and select your file, click Insert	<ul style="list-style-type: none">Click the  button, locate and select your file, click Insert	<ul style="list-style-type: none">Click the  button, locate and select your file, click Choose or,Select Message Add Attachments... from the Menu Bar	<ul style="list-style-type: none">Click the  button, locate and select your file, click Choose or,Select Message Add Attachments... from the Menu Bar
Create a Signature:	<ul style="list-style-type: none">Select Tools Options from the Menu BarSelect Mail Format tabClick the Signatures buttonEnter information for signature and click FinishClick OK at the subsequent screenClick Apply and OK at the original Options window	<ul style="list-style-type: none">Select Tools Options from the Menu BarSelect Mail Format tabClick the Signatures buttonEnter information for signature and click FinishClick OK at the subsequent screenClick Apply and OK at the original Options window	<ul style="list-style-type: none">Select Tools Signatures from the Menu BarClick  New buttonEnter information for signature and close the windowClick Save at the subsequent screen	<ul style="list-style-type: none">Select Tools Signatures from the Menu BarClick  New buttonEnter information for signatureSelect File Save and close window
Create a New Folder:	<ul style="list-style-type: none">Click the  New button on the toolbar, select FolderType a Name for the folderSelect the type of folder to createSelect the location to place the folder	<ul style="list-style-type: none">Click the  New button on the toolbar, select FolderType a Name for the folderSelect the type of folder to createSelect the location to place the folder	<ul style="list-style-type: none">Click the  New button on the toolbar, select FolderType a Name for the folderSelect the type of folder to createSelect a location to place the folder	<ul style="list-style-type: none">Click the  New button on the toolbar, select FolderType a Name for the folderSelect the type of folder to createSelect a location to place the folder
Create a Contact:	<ul style="list-style-type: none">Click the  New button, select ContactEnter contact information and click the Save & Close button	<ul style="list-style-type: none">Click the  New button, select ContactEnter contact information and click the Save & Close button	<ul style="list-style-type: none">Click the  New button from the Address Book screen, enter contact information and click the Save & Close button	<ul style="list-style-type: none">Click the  New button from the Address Book screen, enter contact information, select File Save and close window, orOpen the message, select Message from the Menu Bar Add to Address Book
Create a Distribution List (Outlook) or Group (Entourage):	<ul style="list-style-type: none">From the Contacts screen, select Distribution List from the New drop-down menu. Type the List Name in the given field, and add contacts to the list <p>Note: These personal distribution lists are not shareable. For shareable lists, please visit the JPL Directory at http://dir/</p>	<ul style="list-style-type: none">From the Contacts screen, select Distribution List from the New drop-down menu. Type the List Name in the given field, and add contacts to the list <p>Note: These personal distribution lists are not shareable. For shareable lists, please visit the JPL Directory at http://dir/</p>	<ul style="list-style-type: none">From the Address Book screen, select File New Group. Type the Group Name in the given field. Select the Add  button. Search and select group members. Select the Save Group buttonFrom the Address Book screen, select the names of the potential distribution list members, select Group from the New drop-down menu. Type the Group Name in the given field and select the Save Group button <p>Note: Distribution lists are stored in the local Address Book and are not shareable</p>	<ul style="list-style-type: none">From the Address Book screen, select File New Group. Type the Group Name in the given field. Select the Add  button. Search and select group members. Select File Save and close windowFrom the Address Book screen, select the names of the distribution list members, select Group from the New drop-down menu. Type the Group Name in the given field and select File Save and close window <p>Note: Distribution lists are stored in the local Address Book and are not shareable</p>
Send a Message to a Distribution List (Outlook) or Group (Entourage)	<ul style="list-style-type: none">Go to the Contacts ScreenSelect a Distribution List and click the New Message  button on the toolbar, orFrom a new message, click the To: field to select the Distribution List you wish to send your message to	<ul style="list-style-type: none">Go to the Contacts ScreenSelect a Distribution List and click the New Message  button on the toolbar, orFrom a new message, click the To: field to select the Distribution List you wish to send your message to	<ul style="list-style-type: none">Select a Distribution List from the Address Book and click the  New Message To button, orFrom a new message, click the To: field to select the Distribution List you wish to send your message to, orSelect a Distribution List from your Contacts, right-click and select New Message To	<ul style="list-style-type: none">Select a Distribution List from the Address Book and click the  E-mail button, orSelect a Distribution List from your Address Book, right-click and select New Message To
Search for a Message:	<ul style="list-style-type: none">Click the  Find button in the Tool Bar, orSelect Tools Find Find from the Menu Bar	<ul style="list-style-type: none">Select the Mailbox / Folder that you want to search inType the word(s) to search for in the search box located at the top of the View Pane, orTo search all Mailboxes / Folders, type the word(s) to search for in the search box and select Search All Mail Items from the drop down menu	<ul style="list-style-type: none">Type your search criteria in the search field  in the mail box headerSelect Edit Find... or Advanced Find... from the Menu Bar	<ul style="list-style-type: none">Type your search criteria in the search field  in the mail box headerSelect Edit Find... or Advanced Search... from the Menu Bar
Set up a Filter or Rule:	<ul style="list-style-type: none">Select Tools Rules and AlertsClick the New Rule buttonSet criteria in Step 1 and Step 2Add additional conditions, actions and exceptions to the series of promptsClick the Finish buttonClick Apply and OK	<ul style="list-style-type: none">Select Tools Rules and AlertsClick the New Rule buttonSet criteria in Step 1 and Step 2Add additional conditions, actions and exceptions to the series of promptsClick the Finish buttonClick Apply and OK	<ul style="list-style-type: none">Select Tools RulesClick the New Rule  buttonSet criteria in Step 1 and Step 2Add additional conditions, actions and exceptions to the text fieldsClick the OK buttonClose the Rules window <p>Note: Client rules only. Server rules must be set in Outlook or OWA Premium.</p>	<ul style="list-style-type: none">Select Tools RulesClick the New Rule  buttonCreate a name for the ruleAdd conditions, actions and exceptions to the text fieldsClick the OK buttonClose the Rules window <p>Note: Client rules only. Server rules must be set in Outlook or OWA Premium.</p>
Set up an Automatic Out of Office Reply:	<ul style="list-style-type: none">Select Tools Out of Office AssistantClick Send Out of Office auto-repliesType the response that you want to send while out of the officeSet start and end dates for reply (optional)	<ul style="list-style-type: none">Select Tools Out of Office AssistantClick Send Out of Office auto-repliesType the response that you want to send while out of the officeSet start and end dates for reply (optional)	<ul style="list-style-type: none">Visit Outlook Web Access (OWA) Light at https://ums.jpl.nasa.gov/exchangeSelect Options, then select Out of Office Assistant from the menu at the leftAfter you change the settings on this page, click Save	<ul style="list-style-type: none">Select Tools Out of OfficeClick Send Out of Office MessagesIn the Reply to Message with box, type the response that you want to send while out of the officeSet start and end dates for reply (optional)

Icon Comparison

Eudora	Outlook 2003	Outlook 2007	Entourage 2004	Entourage 2008	Thunderbird
Attachment: 					 Attach
New Mail: 					 Write
Send/Receive: 					 Get Mail
Trash: 	 Deleted Items	 Deleted Items	 Deleted Items	 Deleted Items	 Delete
Addresses: 	 Contacts OR 	 Contacts OR 		 Address Book	 Address Book
Rules:  Filters	 Rules and Alerts... OR 	 Rules and Alerts... OR 	 Rules	 Rules	 Message Filters...

For Online Training and Help

Please visit the OCIO training site located at
<http://ocio.jpl.nasa.gov/ums/training.php>